

FAQs Regarding Serving as an Election Judge

Scheduling and Work Placement

Can I work before or after my normal work schedule as an Election Judge and be paid accordingly?

Yes. Though election judges normally work for an 8 hour shift or the full day (6:00am to ~10:00pm), other scheduling requests may be granted if requested at the discretion of the Election Division. City employees are also encouraged to work outside the polling places in roles that offer alternative and potentially more flexible hours:

- Absentee Ballot Runners travel to precincts to confirm that absentee voters are marked appropriately on the voting rosters. Typical hours: 6:00am – 6:00pm.
- The Election Night Drop Off Support position checks in election materials after the polls close. Typical hours: 6:00pm – 2:00am.

If I apply to serve as an Election Judge, will I automatically be assigned?

No. Assignments are made based on the number of openings within each precinct and the Election Division's needs. However, there are over 2,000 election judges needed to staff Minneapolis' precincts, so there are many opportunities for placement.

Do I have options for when and where I serve?

Yes. Assignments are made based on the number of openings within each precinct and the Election Division's needs. You may express a preference for a polling place and time slot that works best for you as space permits.

Compensation

How do I enter my time in HRIS?

If you serve as an election judge during your normal work schedule, you must report your normal work schedule on your city employee timesheet using the “Serve as Election Judge” Time Reporting Code (TRC) drop down box (see below). Any hours served as an election judge beyond your normal work schedule will be reported under your election judge employee record by the elections staff, and will be paid in a separate check.

From Sunday 05/29/2016 to Saturday 06/04/2016 ?

	Sun 5/29	Mon 5/30	Tue 5/31	Wed 6/1	Thu 6/2	Fri 6/3	Sat 6/4	Total	Time Reporting Code
<input type="button" value="+"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="0.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>		REG - Regular Earnings
<input type="button" value="+"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		SEJ - Serve as Election Judge

Reported Time Status Personalize | Find | | 1 c

Date	Total	TRC	Description	Comments
	0.00			

Self Service
Time Reporting

- ADM - Administrative Leave (Paid)
- BGT - Budgetary Leave Without Pay
- BRV - Bereavement/Funeral Leave
- CTU - Compensatory Time Used
- FMC - FMLA Leave/Comp Time Used
- FML - FMLA Leave w/o Pay
- FMW - FMLA Leave/Wkrs Comp
- FUR - Furlough Leave Without Pay
- HOL - Holiday
- JUR - Jury Duty
- MIL - Military Leave w/Pay 15 Days
- MIT - Military Leave Without Pay
- NOWRK - Scheduled Day not worked
- ONCAL - TL-On Call
- OTH - Other Leave (Paid)
- PSA - Perfmc/Safety Award (Pd Time)
- REG - Regular Earnings
- SEJ - Serve as Election Judge**
- WCP - Wkrs Comp Pay (paid by WC)

Can I use accrued vacation, sick, compensatory time, or budgetary leave while serving as an Election Judge in Minneapolis?

No. Serving as an election judge is a unique statutory absence from work.

Can I use accrued vacation when I serve as an Election Judge outside of Minneapolis?

If the purpose of your absence from work is to serve as an election judge, you are required to complete and submit the “Request for Time Off from Work to Serve as an Election Judge” form to secure supervisor approval. Regardless of if you are working inside or outside of Minneapolis, the City will not reduce your regular pay. Furthermore, those who are working outside the City may use accrued vacation time without having their normal pay reduced.

Will I get Election Judge pay if I serve beyond my “normal work schedule”?

Yes. Salaried and hourly employees will receive election pay for hours served beyond the normal work schedule. Select OPTION 2 on the “Request for Time Off From Work to Serve as an Election Judge” form. On your time sheet enter the election judge Time Reporting Code on your city employee timesheet for

hours served during your normal work schedule. Hours served beyond your normal work schedule will be reported under your election judge employee record by the elections staff, and will be paid in a separate check.

Am I eligible for overtime?

No. Time served as an election judge is not “hours worked”. Time served as an election judge is “time off from work”.

What if I don’t want to be paid my City salary, but would rather receive [lower] Election Judge pay?

This is not an option.

Can I change from OPTION 1 to OPTION 2, or visa-versa, once I have submitted the signed form?

No.

Supervisor Approval

Can my employer deny my request to serve as an Election Judge?

Yes. Minnesota Statute 204B.195 states that an individual who is selected to serve as an election judge may, after giving an employer at least 20 days’ written notice, be absent from a place of work for the purpose of serving as an election judge.

The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. An employer may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20% of the total work force at any single worksite.

Is there an exception to the 20-day notice?

In some instances there may be a need to invite additional employees to serve within the last few days before the election. The supervisor has the discretion to approve or deny a request made within the 20 days.

Who do I contact if I have a question that is not covered in these FAQs?

Send an e-mail to ejcoordinator@minneapolismn.gov. For more information regarding serving as an election judge, see the [Election Judge Website](#).